

Volunteer Receptionist

Habitat for Humanity of Montgomery County, TX



Volunteer Opportunity: Receptionist

We are seeking a friendly, organized, and reliable volunteer to serve as the "face" of our office during a temporary period. If you enjoy interacting with people and want to contribute to a positive professional environment, we'd love to have you.

Role Overview

Schedule: Monday – Friday | 10:00 AM – 3:00 PM

Duration: OPEN

Location: Habitat Montgomery County, 1501 S. 7th Street, Conroe, Texas

Habitat for Humanity's mission is seeking to put God's love into action by bringing people together to build homes, communities, and hope. Our vision is a world where everyone has a decent place to live.

Key Responsibilities

Greet Visitors: Provide a warm welcome to guests, clients, and staff as they enter the building.

Manage Calls: Answer the main phone line, provide basic information, and route calls to the appropriate team members.

Mail & Deliveries: Sort incoming mail and notify staff of package deliveries.

Administrative Support: Assist with light clerical tasks and projects, such as organizing, filing, data entry, or preparing meeting materials as needed.

Maintain Lobby Area: Ensure the reception desk and waiting area remain tidy and professional.

What We're Looking For

Communication: Excellent verbal communication and a polite phone manner.

Professionalism: A dependable individual who understands the importance of punctuality and confidentiality.

Tech Savvy: Basic comfort using a multi-line phone system and a computer (email/word processing).

Interpersonal Skills: Ability to remain calm and helpful during busy periods.

Next Steps

If you're interested in supporting our mission in this role, please contact Grace LeMay at glemay@habitatmctx.org.